

# July 2008 AzGU Courses

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1) Standards of Conduct (9-12) Prevent Workplace Harass. (1-5)  Microsoft Lab 2003 (9-2:30)		3)  Microsoft Lab 2003 (9-2:30)	4)  <b>Holiday</b>
7) Diversity (8-12) Welcome to State Service (1-5) Fair Employment Practices (1-5)  <u><b>Welcome to State Service (8-12) (Tucson)</b></u> <u><b>Diversity (1-5) (Tucson)</b></u>	8) Prevent Workplace Harass. (8-12) Standards of Conduct (1-4) Listening & Communicating (8-12) <u><b>iLine</b></u>  <u><b>Prevent Workplace Harass (8-12) (Tucson)</b></u> <u><b>Standards of Conduct (1-4) (Tucson)</b></u>  <u><b>Welcome to State Service (8-12) (Flagstaff)</b></u> <u><b>Prevent Workplace Harass (1-5) (Flagstaff)</b></u>  Microsoft Lab 2003 (9-2:30)	9) *Supv. Acad Day 1 (PHX)     <u><b>Fair Emp. Practices (8-12) (Flagstaff)</b></u> <u><b>Selection Interviewing (1-5) (Flagstaff)</b></u>	10) Workplace Violence (8-12) Prevent Workplace Harass. (8-12) *Supv. Acad Day 2 (PHX) Van Dynamics ( 1-2)  <u><b>Stress Management (9-4) (Tucson)</b></u>   Microsoft Lab 2003 (9-2:30)	11) Selection Interviewing (9-4) CPR & AED    <u><b>Customer Service (9-6) (Tucson)</b></u> <u><b>Excel 2002 Module 2 (9-2:30) (Tucson)</b></u>
14) Welcome to State Service (8-12) Diversity (1-5)	15) Standards of Conduct (9-12) Prevent Workplace Harass. (1-5) Fair Employment Practices (8-12) *Supv. Acad Day 3 (PHX)  Microsoft Lab 2003 (9-2:30)	16) Workplace Violence (8-12) *Supv. Acad Day 5 (PHX)	17) Fair Employment Practices (8-12) Standards of Conduct (1-4) *Supv. Acad Day 4 (PHX)	18) Prevent Workplace Harass. (8-12) <u><b>iLine</b></u>
21) Welcome to State Service (8-12) Diversity (1-5) Stress Management (8-12)  <u><b>Fair Employment Practices (8-12) (Kingman)</b></u> <u><b>Diversity (1-5) (Kingman)</b></u>	22) Standards of Conduct (9-12) Prevent Workplace Harass. (1-5) *Supv. Acad Day 1 (PHX) First Aid Training (8:30-12)  <u><b>Prevent Workplace Harass (8-12) (Kingman)</b></u> <u><b>Standards of Conduct (1-4) (Kingman)</b></u>  Microsoft Lab 2003 (9-2:30)	23) Diversity (8-12) *Supv. Acad Day 3 (PHX)   <u><b>Intro. to Outlook 2003(8-12) (Kingman)</b></u>	24) *Supv. Acad Day 2 (PHX)   <u><b>Welcome to State Service (8-12) (Kingman)</b></u> <u><b>Diversity (1-5) (Kingman)</b></u>  Microsoft Lab 2003 (9-2:30)	25) Customer Service (8-12)   <u><b>Access 2002 Module 2 (8-12) (Kingman)</b></u> <u><b>Word 2002 Module 2 (1-4) (Kingman)</b></u>
28) Welcome to State Service (8-12) Diversity (1-5) Communicating Non Defensively (9-10:30) Conflict Management (12:30-5) Building Trust (9-11) <u><b>iLine</b></u>	29) Standards of Conduct (9-12) Prevent Workplace Harass. (1-5) Fair Employment Practices (8-12) *Supv. Acad Day 5 (PHX)  Microsoft Lab 2003 (9-2:30)	30) Diversity (8-12) *Supv. Acad Day 4 (PHX)	31) Prevent Workplace Harass. (8-12) Post Academy Practicum (10-12)	

**\*Supervisor Academy Day1:**  
Elements of Supervision (8-11)  
Building Trust (12:30-2:30)  
Managing Time (3-5)

**\*Supervisor Academy Day 2**  
Counseling and Disciplining (8-11)  
Treating Others Respectfully (11:30-1:30)  
Recognizing and Motivating Others (2-5)

**\*Supervisor Academy Day 3**  
Listening and Communicating (8-12)  
Coaching Employees (1-5)

**\*Supervisor Academy Day 4**  
Managing Employee Performance (8-12)  
Empowering and Delegating (1-5)

**\*Supervisor Academy Day 5**  
Communicating through Writing (8-12)  
Providing Quality Customer Srvcs (1-2:45)  
Leading by Example (3-5)

## August 2008 AzGU Courses

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1) Customer Service (8-12)
4) Welcome to State Service (8-12) Diversity (1-5) Fair Employment Practices (1-5)	5) Standards of Conduct (9-12) Prevent Workplace Harass. (1-5) Van Dynamics (1-2)  <u><b>Diversity (8-12) (Tucson)</b></u>  Microsoft Lab 2003 (9-2:30)	6) Workplace Violence (8-12) *Supv. Acad Day 1 (PHX)	7) Stress Management (8-12) *Supv. Acad Day 2 (PHX)  Microsoft Lab 2003 (9-2:30)	8) CPR & AED (8:30-12)
11) Diversity (8-12) Welcome to State Service (1-5)	12) Prevent Workplace Harass. (8-12) Standards of Conduct (1-4)  <u><b>Welcome to State Service (8-12) (Holbrook)</b></u> <u><b>Diversity (1-5) (Holbrook)</b></u>  Microsoft Lab 2003 (9-2:30)	13) Diversity (8-12) *Supv. Acad Day 3 (PHX)  <u><b>Prevent Workplace Harass. (8-12) (Holbrook)</b></u> <u><b>Standards of Conduct (1-4) (Holbrook)</b></u>	14) Selection Interviewing (9-4) Fair Employment Practices (8-12)  Microsoft Lab 2003 (9-2:30)	15) First Aid Training (8:30-12) Prevent Workplace Harass. (8-12) <b>iLinc</b>  Workplace Violence (8-12) Prevent Workplace Violence (ilinc) (8-12)
18) Welcome to State Service (8-12) Diversity (1-5)  <u><b>Prevent Workplace Harass. (8-12) Tucson)</b></u>	19) Standards of Conduct (9-12) Prevent Workplace Harass. (1-5) *Supv. Acad Day 4 (PHX)  Microsoft Lab 2003 (9-2:30)	20) Diversity (8-12) *Supv. Acad Day 5 (PHX)	21) Fair Employment Practices (8-12) Managing Time (9-11) <b>iLinc</b> *Supv. Acad Day 3 (PHX)  <u><b>Fair Employment Practices (8-12) (Safford)</b></u> <u><b>Diversity (1-5) (Safford)</b></u>  Microsoft Lab 2003 (9-2:30)	22) Communicating Non Defensively (9-10:30) Conflict Management (12:30-5)  <u><b>Prevent Workplace Harass. (8-12) (Safford)</b></u> <u><b>Standards of Conduct (1-4) (Safford)</b></u>
25) Welcome to State Service (8-12) Diversity (1-5) Building Trust (ilinc) (9-11)	26) Standards of Conduct (9-12) Prevent Workplace Harass. (1-5) Counseling & Disciplining (9-12) <b>iLinc</b>  <u><b>*Supv. Acad Day 1 (Flagstaff)</b></u>  Microsoft Lab 2003 (9-2:30)	27) Diversity (8-12) Treating Others Respectfully (9-11) <b>iLinc</b>  <u><b>*Supv. Acad Day 2 (Flagstaff)</b></u>	28)   <u><b>*Supv. Acad Day 3 (Flagstaff)</b></u>	29)

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**\*Supervisor Academy Day 4**  
Managing Employee Performance (8-12)  
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**\*Supervisor Academy Day 5**  
Communicating through Writing (8-12)  
Providing Quality Customer Srvc (1-2:45)  
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